

GHANA REFUGEE BOARD VACANCIES

Ghana, a relatively peaceful country in the West Africa sub-region currently hosts approximately 13,000 refugees from thirty-six (36) countries across the globe. The Ghana Refugee Board (GRB) was established by PNDC LAW 305 (D) of 1992 with a broad mandate to handle and manage refugee issues, provide care, assistance and protection for all asylum seekers and refugees on the shores of Ghana. GRB is an autonomous agency of the Ministry of the Interior. The Board is chaired by an official appointed by the President, and composed of representatives from the Ghana Police, Immigration, National Security, Ministries of Foreign Affairs, Education, Gender and Social Welfare, Attorney General and Justice and the National Disaster Management Organization with an observer status for UNHCR representation. Board functions are performed within the following legal framework: Ghana Refugee Law of 1992; the 1951 UN Convention Relating to the Status of Refugees; the 1969 OAU Convention Governing Specific Aspects of Refugee Problems in Africa. GRB's day-to-day affairs are handled by a Secretariat under an Executive Secretary appointed by the President on the advice of the Public Service Commission. GRB is seeking to recruit suitably motivated and qualified persons for the following positions:

Cleaner / Laborer

Purpose

- To provide operational support in Estate Management for the achievement of the objectives of the GRB.

Duties and Responsibilities

- Conducts regular cleaning to keep the environment tidy
- Clean Offices and premises
- Washes official vehicles
- Maintains the landscape of the compound
- Runs basic errands

Qualifications and Experience

- A minimum of BECE from accredited institution.
- Must pass a competitive selection interview conducted by GRB in collaboration with the Public Services Commission

Competencies

- Good Communication and interpersonal skills
- Ability to work under pressure and minimum or arms-length supervision